



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 -116 - P	ISSUE DATE: September 9, 2024	CLOSING DATE: September 23, 2024
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TITLE: Judicial Support Specialist OAL	OPEN TO: General Public
DIVISION: Office of Administrative Law	TITLE CODE: 24838 RANGE: P19
UNIT: Office of Judicial Standards and Practices	WORKWEEK: NL (35 hours)
LOCATION: Multiple Locations	SALARY RANGE: \$56,828.70 - \$80,241.12

JOB DESCRIPTION

The Office of Administrative Law, Office of Judicial Standards and Practices is seeking candidates to fill the Judicial Support Specialist OAL position. Under supervision, the Judicial Support Specialist assists in the administrative coordination of case management procedures for three (3) ALJs so that the administrative hearing process will proceed smoothly and efficiently. The Judicial Support Specialist is responsible for:

- Preparing and proofreading initial decisions, orders, and correspondences.
- Answering telephones and taking appropriate, detailed messages.
- Appropriately handling mail, photocopies, and faxes.
- Independently scheduling prehearings, status conferences, conference calls, and plenary hearing in a timely fashion and within Federal and State time requirements while acting as the point of contact for litigants and their legal representatives to assist with the procedural aspect of the administrative hearing process.
- Maintaining the ALJs PM hearing calendars.
- Timely maintaining and updating both the decision log and open case log for assigned ALJs, ensuring that all judicial proceedings and decisions are completed within statutory timeframes.
- Cooperating with the supervisor and co-workers in providing any type of assistance to fellow assistants or other staff members.
- Reading, recording, and/or otherwise learning office regulations and requirements relating to initial decisions, OAL unit procedures, and other policies.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the below mentioned professional experience.

-OR-

Possession of an associate's degree in any field; and four (4) years of the below mentioned professional experience.

-OR-

Six (6) years of professional experience coordinating various activities related to the processing of judicial/legal cases, or as a paralegal.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range of depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act accordingly to one's own judgement and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Provisional Appointment:

Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on September 23, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 116- P- Judicial Support Specialist OAL" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer